

# Constitution of the Carleton Academic Student Government

Passed: 1969

Major Amendments:

**1981 (Carl Gillis):** Amended to current form

**2008 (Andrew Monkhouse):** Major update, change of name and constitution held by Senate.

## ARTICLE I: THE ORGANIZATION

- 1.1 The organization shall be known as the “Carleton Academic Student Government”
- 1.2 Carleton Academic Student Government shall operate within the system of Academic Governance of the University (AGU) defined by the Senate of Carleton University
- 1.3 The Carleton Academic Student Government shall act as a representative body of students for academic issues at Carleton University
- 1.4 The term “CASG” may be used in this document to refer to the organization
- 1.5 The term Constitution herein stated shall refer to the CASG Constitution
- 1.6 CASG has previously operated under other names and is bound by all agreements and references to the following terms:
  - a) New University Government Student Caucus
  - b) New University Government
  - c) NUG
  - d) Carleton Student Government
  - e) CSG

## ARTICLE II: AIMS

- 1.1 The aims of CASG are:
  - a) To respond to issues affecting the quality and administration of education at Carleton University.
  - b) To promote and protect an individual’s right to academic freedom at Carleton University.
  - c) To promote full and part-time student participation and interest in academic issues at Carleton University.
  - d) To coordinate student participation in University affairs, the Senate, and its committees through the AGU system.
  - e) To maintain reasonable dialogue with other councils and boards at Carleton University.
  - f) To promote and assist in maintaining an academic environment free of prejudice, exploitation, or abuse on the basis of, but not limited to, sex, race, language, religion, age,

national or social status, political affiliation or beliefs, sexual orientation, disability, or marital status.

#### ARTICLE III: MEMBERSHIP

##### 1.1 Membership shall be:

1.1.a. All students registered in Bachelors programs taking courses at Carleton University;

1.1.b. All other Carleton students taking courses who are not paying fees to the Graduate Students Association.

#### ARTICLE IV: CAUCUS

##### 1.0 Authority

1.1 The CASG Caucus shall maintain sole authority of its Bylaws, policies and composition.

1.2 CASG shall be accredited as a student organization by the Senate of Carleton University.

1.3 The CASG Constitution shall be a document of the Senate of Carleton University, amendable by a referendum of all students or by the request of CASG Caucus as outlined in Article V.

##### 2.0 Composition

2.1 The CASG Caucus shall consist of the following members:

- a) The CASG President;
- b) All CASG Vice Presidents and Faculty Coordinators as outlined in the CASG bylaws and elected according to CASG policies;
- c) A representative from the Carleton University Students' Association selected by the president of the Carleton University Students' Association;
- d) A representative from Carleton Graduate Students' Association selected by the president of the Graduate Students' Association;
- e) A representative from Rideau River Residence Association selected by the president of the Rideau River Residence Association;
- f) A representative from the Carleton Alumni Association selected by the president of the Carleton Alumni Association;

- g) A representative from the Carleton Administration selected by the president of Carleton University;
- h) All Academic Student Government Representatives as defined in the AGU document.

### 3.0 Terms of Office for CASG Caucus Members

- 3.1 A Caucus member's term begins on the first day after the CASG election and ends on the first day after the completion of the CASG election the following year.
- 3.2 Each Caucus member is required to attend or send regrets for at least one of every two CASG caucus meetings, faculty board meetings, or departmental board meetings and provide a report to caucus once every two months on their actions for their constituency.
- 3.3 A Caucus member may be removed from Caucus by a vote of two-thirds (2/3) of all Caucus members present and voting at a meeting at which quorum has been established.

### 4.0 The President of CASG (President)

- 4.1 The President shall assist CASG Caucus Members in their administrative requirements.
- 4.2 The President shall be responsible for the productive operation of the CASG Caucus and CASG Caucus Staff.
- 4.3 The President shall take steps to encourage good attendance at all meetings of the CASG caucus.
- 4.4 The President shall keep an accurate and up-to-date record of all Caucus resolutions.
- 4.5 The President shall attempt to ensure all members of the Caucus have full knowledge of all background information relevant to their discussion at the meetings.
- 4.6 The President shall ensure that all Caucus meetings are chaired.
- 4.7 The President shall ensure the election of Vice Presidents and Faculty Coordinators by CASG Caucus and the hiring of all other CASG Caucus Staff.
- 4.8 The President shall report to Senate the activities of CASG and to the Board of Governors the financial expenditures of CASG.
- 4.9 The President shall be elected from Academic Student Government Representatives by the Caucus for a one-year term in accordance with electoral bylaws.

### 5.0 Elections

5.1 Caucus oversees CASG Caucus Member elections, to ensure they can be completed at the earliest possible time in the Fall Term.

## 6.0 Meetings

6.1 All Caucus meetings shall be convened by the President no less than twice a semester except where otherwise stated in this document.

6.2 Meetings of the CASG Caucus may be called on two weeks notice:

a) By the President

b) By a petition of five Caucus members

6.3 Emergency Caucus meetings may be called on three business days notice by a petition of ten Caucus members.

6.4 Caucus meeting shall have quorum only if:

a) At least twenty (20) percent of Caucus members are present from September 1<sup>st</sup> to April 30<sup>th</sup>. From May 1<sup>st</sup> to August 31<sup>st</sup>, only ten (10) percent of Caucus will be required to be in attendance

6.5 Caucus meetings shall be open to all students, officers of the University, and invited guests, unless closed by a two-thirds majority vote of those CASG Caucus Members present, in which case only CASG Caucus Members and those guests invited by Caucus to attend the closed session may be present.

6.6 Any student may be permitted to place a motion on the floor of a Caucus meeting provided it is seconded by a Caucus member.

6.7 Any student and any guest with the permission of the President may speak at a Caucus meeting.

6.8 Only CASG Caucus members may vote at Caucus meetings.

6.9 Should a conflict of interest arise, the affected member shall declare that a conflict of interest exists and abstain from voting on the question.

6.10 CASG Caucus meetings shall follow Carleton Senate rules of order except where altered by the constitution, bylaws, or policies of CASG.

## ARTICLE V: AMENDMENTS TO THE CONSTITUTION

### 1.0 Authority

1.1 Students shall have the power to enact amendments to the Constitution by referendum.

1.2 CASG Caucus shall have the power to enact amendments to the Constitution by a two-thirds (2/3) majority vote which must be approved by Senate.

1.3 Amendments to the Constitution shall have full force of the Constitution and shall take precedence over any and all rules, regulations, by-laws, or policies of the Caucus.

## 2.0 Proposal of Amendments

- 2.1 Any student of Carleton University may propose an amendment to the Constitution at any meeting of the CASG Caucus, subject to Article V, Section 5.0.
- 2.2 In the event that Caucus fails to enact the proposed amendment, a petition signed by at least one-twentieth of students of Carleton University shall require Caucus to consider the proposed amendment as worded in the petition; within two meetings of Caucus. Should Caucus fail to enact the amendment as worded in the petition, the amendment shall be submitted to a referendum to be held no less than three (3) weeks and no more than eight (8) weeks after the receipt of the petition at a meeting of Caucus.
- 2.3 Caucus may, by a majority vote of all members of Caucus, submit any proposed constitutional amendment to referendum.

## 3.0 Enactment by Referendum

- 3.1 All students shall be eligible to vote in any referendum with regards to amendments of the Constitution.
- 3.2 An amendment shall be enacted by referendum, provided that a simple majority of those voting in the referendum vote in favour of the amendment and that over one-twentieth (1/20) of all eligible voters cast ballots in the referendum.

## 4.0 Enactment by Caucus through Senate

- 4.1 An amendment to the Constitution may be recommended to the Senate of Carleton at a meeting of members present and voting at Caucus by a two-thirds majority of members present and voting at Caucus, provided that the wording of the amendment was distributed to CASG Caucus no less than 7 days (168 hours) before the beginning of the meeting to which it is being voted upon.
- 4.2 Changes will take effect after the ratification of the constitution by the Senate of Carleton University.

## ARTICLE VI: BY-LAWS

### 1.0 Authority

- 1.1 Caucus shall have the power to enact by-laws
- 1.2 The by-laws shall take precedence over any and all rules, regulations, or policies enacted by Caucus except for any provisions of the Constitution

### 2.0 Enactment

2.1 A by-law may be enacted at a meeting of Caucus by a two-thirds majority of all Caucus members, provided that the wording of the by-law was distributed to CASG Caucus no less than 5 days (120 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A by-law shall be effective immediately upon enactment by Caucus.

### 3.0 Amendments to by-laws

3.1 Amendments to by-laws shall be enacted in the same manner as by-laws are enacted.

## ARTICLE VII: POLICY

### 1.0 Authority

1.1 CASG Caucus shall have the authority to enact policies.

1.2 Policies shall not conflict with, or attempt to vary, any provision of this Constitution, or any Bylaw of CASG.

1.3 Policy is hereby defined as direction given to the President and Caucus staff on how to conduct business of Caucus and/or as to what public position will be adopted by the President and Caucus staff on any academic matter the Caucus deems appropriate.

### 2.0 Enactment

2.1 A Motion of Policy reported to Caucus with proper notice will require a simple majority of those present and voting at Caucus, provided that the wording of the by-law was distributed to CASG Caucus no less than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

2.2 A Motion of Policy reported to Caucus with proper notice will require a two-thirds majority of those present and voting at Caucus if the wording was not distributed to CASG Caucus more than 2 days (48 hours) before the beginning of the meeting to which it is being voted upon.

### 3.0 Amendment, Proper notice and Repeal

3.1 CASG Caucus shall have the authority to amend or repeal any policies of the CASG Caucus in the same manner that they are enacted.

3.2 Amendments to or repeals of policies shall be effective immediately upon enactment by Caucus.

### 4.0 Review

- 4.1 Caucus, at the beginning of its term shall mandate an appropriate committee to review Caucus Policies for the purpose of determining whether such policies are relevant, workable, and consistent.
- 4.2 This committee shall make recommendation to Caucus in a reasonable time.
- 4.3 Caucus may enact the recommendations of this committee by a majority vote of all members of Caucus, present and voting, providing that all CASG Caucus members have been notified of the recommendations seven days prior to the Caucus meeting.

5.0 Operation

- 5.1 Caucus may authorize specific exceptions to or unique suspensions of a policy by a two-thirds vote of those present and voting upon meeting's notice, provided that such exception or suspension does not conflict with or attempt to vary any provision of CASG Caucus Constitution, CASG Caucus Bylaws, or the AGU Document.

ARTICLE VIII: POLICY

6.0 Dissolution

- 6.1 CASG may be dissolved by a referendum held in the same manner as set out for a constitutional amendment in section 3.0 of Article V above.
- 6.2 CASG will also automatically be dissolved should Caucus ever receive notice from the Senate of Carleton University that it is no longer accredited as a Carleton student organization.
- 6.3 Should a referendum pass favoring the dissolution of CASG the task of electing and coordinating student representation as well as assets of CASG shall be transferred to the Senate Office of Carleton University immediately.